

POLICE ALARM ADMINISTRATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible position, the primary duties of which involve the administration of the alarm enforcement program of the police department. The Police Alarm Administrator serves as the department liaison with the Alarm Review Board, and security monitoring providers, and provides assistance and training, as needed, to alarm users for the purpose of reducing false alarms. The employee of this class testifies on behalf of the police department before the Alarm Review Board and the courts, as necessary, where alarm users have been charged with violations of the alarm ordinance. The Police Alarm Administrator works with limited supervision, reporting to and having work reviewed by a superior officer designated by the Police Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Maintains contact with alarm users, alarm companies, and monitoring centers. Assures that alarm users are provided necessary information as it relates to their responsibilities under the alarm ordinance. Conducts on-site inspections where false alarms are frequent. Provides training and education for alarm users, and assists alarm users with questions about alarm enforcement. Serves as mediator between alarm users and alarm companies to resolve issues of excessive false alarm dispatches. Trains department personnel with regard to the provisions of the alarm ordinance and the department's alarm enforcement policies.

Serves as liaison between the police department and the alarm review board. Makes recommendations relating to alarm systems and the alarm ordinance. Develops and presents statistical data to the police department and the alarm review board for the purpose of reducing false alarms. Coordinates quarterly meetings of the alarm review board. Testifies on behalf of the police department before the board, and provides court testimony, as necessary.

Compiles data and prepares monthly, annual and special reports. Maintains alarm dispatch records, and records of excessive false alarms. Prepares correspondence related to alarm enforcement. Reviews daily alarm calls.

Supervises employees assigned to the Alarm Enforcement Division, and provides oversight for processing new alarm permits, renewals and revocations of permits.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must not be less than twenty-one (21) years of age.

Applicant must possess any combination of training, education, and experience equivalent to at least 3 years experience in a responsible clerical or paraprofessional capacity, including public contact.